Human Resources Job Function

HR Organizational Development Consulting Mgt V
Grade: 59
Job Code: H0659M
Job Family: HR Organizational Development Consulting
Job Family Matrix: HR Organizational Development Consulting

Summary
Lead organizational development consulting efforts for schools/units. Responsible for the design and implementation of change efforts, organization assessments and leadership coaching.

Core Duties
- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead the development of specialized talent management solutions; advise local school/unit leadership
- Design and conduct assessment of individual, work group or organization needs; identify areas for improvement and make recommendations
- Develop and implement intervention strategies relevant to organization needs and strategic priorities
- Advise client groups on all aspects of learning and development; act as a resource regarding policy development and advise on developing and recommending plans, processes and methods
- Develop mentoring programs and coach high performing mid-senior level leaders
- Lead the development of tools and best practices for key initiatives
- Develop and deliver workshops and trainings
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience
- Supervisory experience

Additional Qualifications and Skills
- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite
- Advanced knowledge of career development and career coaching

Certificates and Licenses
- Certificate in executive coaching required

Physical Requirements

Working Conditions
- Work is performed in an office setting